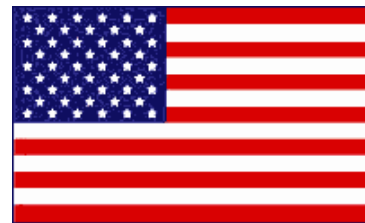




# PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division  
Vancouver, Washington Division  
Community Based Outpatient Clinics  
Salem, OR Bend, OR  
Longview, WA Camp Rilea (Warrenton, OR)*



## NOTICE OF VACANCY \*\*AMENDED\*\*

1. <u>Announcement Number</u>  <b>3W-06-002-DB</b>	2. <u>Title, Series, Grade, Salary</u>  <b>Police Officer GS-083-5/6 **\$32,755 – \$44,933 per annum**</b>	3. <u>Tour of Duty</u>  <b>12 hour Rotating</b>	4. <u>Duty Station</u>  <b>Police Service, Portland Division</b>
5. <u>Type &amp; Number of Vacancies</u>  <b>Permanent One or more Full-time positions</b>	6. <u>Contact</u>  <b>Human Resources Assistant 503-220-8262 x 57317</b>	7. <u>Opening Date</u>  <b>10/5/05</b>	8. <u>Closing Date</u>  <b>Open Continuous 1<sup>st</sup> consideration date 10/25/05</b>

### WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees of the Portland VA Medical Center eligible under the interchange Agreement. Included are permanent employees of the Willamette National Cemetery, Regional Office, Veterans Outreach Center and Veteran's Canteen.
- Career or career conditional employees and permanent Title 38 employees of other VA facilities.
- Applicants with competitive status outside the VA i.e., those with transfer or reinstatement eligibility.
- Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service.
- Employees covered under the provision of the inter-agency Career Transition Plan (ICTAP) and Career Transition Assistance Plan (CTAP) (displaced VA Employees) eligibles will be given priority consideration for vacancies within the **local commuting area** for which they are well qualified. Applicants requesting this consideration must attach appropriate proof of the ICTAP eligibility with their application.

### MAJOR DUTIES:

The complete description may be reviewed in the Human Resources Management Division. The following duties and responsibilities are taken from the position description and are considered to be a brief extract. The Police Officer is responsible for law enforcement and the preservation of peace on Veterans Affairs controlled property, and as such prevents, detects, and investigates crime; arrests and "books" violators; issues citations; pursues and apprehends persons fleeing crime seen or resisting arrest; subdues persons causing disturbances; assists citizens in emergency situations; protects U.S. Government property and civil rights of individuals while on U.S. Government property; writes Offense Reports; conducts foot and/or vehicle patrol; assures compliance with Federal, State, County, and Municipal Laws and ordinances as they pertain to VA property and agency rule and regulations pertaining to law enforcement. The work requires, on a regular and recurring basis considerable and strenuous physical exertion, such as frequent walking, running, and stair climbing

**\*\*THIS POSITION IS IN THE BARGAINING UNIT\*\***

### QUALIFICATION REQUIREMENTS:

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-083 series apply and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

**Medical Requirements:** The duties of this position require moderate to difficult physical exertion and or duties of a hazardous nature. Applicants/Officers must maintain current (annual) physical examinations and psychological assessments as a condition of continued employment.

**Other Requirements:** Officers must achieve and maintain qualifications in the use of agency-approved firearms at an armed facility as a condition of continued employment as a VA police office

**Specialized Experience:** One (1) year of specialized experience is required that has equipped the applicant with the particular knowledge of basic laws and regulations, law enforcement operations, practices, and techniques and involved responsibility for maintaining order and protecting lives and property. Creditable experience may have been gained in work on a police force; through service as a military police officer, in work providing visitor protection and laws enforcement in parks, forest, or other natural resource or recreational environments; in performing criminal investigative duties; or other work that provided required knowledge and skills. To be creditable, specialized experience must have been equivalent to at least one (1) year equivalent experience at the next lower grade level in Federal Service.

(Continued on next page)

## **BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))**

***On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors will result in applicant not being referred for the position:***

1. Ability to apply established law enforcement rules when exercising arrest authority and when considering search procedures.
2. Knowledge of established procedures for other enforcement activities, such as traffic control and direction, participation in criminal court system, conducting preliminary investigations, and protecting property.
3. Knowledge of law enforcement actions in protection of individual constitutional rights.

## **VACANCY ANNOUNCEMENT INFORMATION SHEET**

### **CONDITIONS OF EMPLOYMENT:**

Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future

Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.

A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

This is a developmental position. If selected below the target level, employee may be promoted without further competition upon satisfactory completion of qualification and eligibility requirements.

A drug test may be required for an applicant who is tentatively selected.

A pre-employment physical examination will be required for an applicant who is tentatively selected.

Applicant must pass a psychological examination and physical agility test and qualify with firearms.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis

All qualified applicants will receive equal consideration without regard to race, religion, color, national origin, sex, politics, marital status, non-disqualifying physical or mental handicap, age or membership or non-membership in a labor organization.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

### **HOW TO APPLY:**

**All application packets must be received in Human Resources by Close of Business (COB) on 10/25/05 for first consideration. This position is Open Continuously.** Application forms may be obtained in Human Resources Office or on our external website, <http://www.va.gov/Portland/hr/index.asp>.

*Applications may be mailed to:*

Portland VA Medical Center, P4HRMS  
Attn: 3W-06-002-DB  
PO Box 1034  
Portland, OR 97207

*Or brought in person to:*

Portland VA Medical Center  
3710 SW US Veterans Hospital Rd  
Building 16, Room 300  
Portland OR 97239

### **Portland VAMC employees must submit:**

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 7 days after close of announcement)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) (due 7 days after close of announcement)

### **Other VA Employees must submit:**

1. [OF 612, Optional Application for Federal Employment](#), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#)
4. [OF-306, Declaration for Federal Employment](#)
5. Latest SF-50, Notification of Personnel Action
6. Latest performance appraisal

**Non VA Applicants must submit:**

1. [OF 612, Optional Application for Federal Employment](#), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612)
2. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later). **(REQUIRED)**.
3. Veterans Preference:
  - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (For 5 Point Veteran's Preference).
  - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
  - c. VA letter of service-connected disability rating dated 1991 or later.
4. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
5. Narrative statement relating to all of the KSAs. Candidates **must** submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to all of the KSAs will result in the applicant not being referred for the position.
6. A copy of your college transcripts (Optional unless education is required).
7. ITCAP Applicants: Submit proof by including a copy of the agency notice, most recent Performance Rating and most recent SF-50 indicating current position, grade, level, and duty station.

**APPLICANT'S PLEASE NOTE:**

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

**IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:**

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**